

COMPLIANCE CHECKLIST**► Critical Care Units**

The following Checklist is for plan review of hospital facilities, and is derived from the AIA/HHS Guidelines for Design and Construction of Hospital and Health Care Facilities, 2001 Edition (specific sections indicated below), appropriately modified to respond to DPH requirements for projects in Massachusetts which include Hospital Licensure Regulations 105 CMR 130.000 and Department Policies. Applicants must verify compliance of the plans submitted to the Department with all the requirements of the AIA/HHS Guidelines, Licensure Regulations and Department Policies when filling out this Checklist. The completed DPH Affidavit Form must be included in the plan review submission for Self-Certification or Abbreviated Review Part II. A separate Checklist must be completed for each critical care unit.

Other jurisdictions, regulations and codes may have additional requirements which are not included in this checklist, such as:

- NFPA 101 Life Safety Code and applicable related standards contained in the appendices of the Code.
- 708 CMR, the State Building Code.
- Joint Commission on the Accreditation of Health Care Organizations.
- CDC Guidelines for Preventing the Transmission of Mycobacterium Tuberculosis in Health Care Facilities.
- Accessibility Guidelines of the Americans with Disabilities Act (ADA).
- Architectural Access Board.
- Local Authorities having jurisdiction.

Instructions:

1. The Checklist must be filled out completely with each application.
2. Each requirement line (____) of this Checklist must be filled in with one of the following codes, unless otherwise directed. If an entire Checklist section is affected by a renovation project, "E" for existing conditions may be indicated on the requirement line (____) next to the section title (e.g. E PATIENT ROOMS). If more than one space serves a given required function (e.g. patient room or exam room), two codes separated by a slash may be used (e.g. "E/X"). Clarification should be provided in that regard in the Project Narrative.

X = Requirement is met.

☒ = Check this box under selected checklist section titles or individual requirements for services that are not included in the project.

E = Functional space or area is existing and not affected by the construction project; this category does not apply if the existing space or area will serve a new or relocated service or if the facility is currently not licensed & applying for licensure.

W = Waiver requested for Guidelines, Regulation or Policy requirement that is not met (for each waiver request, complete separate waiver form & list the requirement ref. # on the affidavit).

3. Mechanical, plumbing and electrical requirements are only partially mentioned in this checklist.
4. Oxygen, vacuum & medical air outlets are identified respectively by the abbreviations "OX", "VAC" & "MA".
5. Items in *italic*, if included, refer to selected recommendations of the Appendix of the Guidelines, adopted by policy.
6. Requirements referred to as "Policies" are DPH interpretations of the AIA Guidelines or of the Regulations.

Facility Name:

.....

Facility Address:

.....

Satellite Name: (if applicable)

.....

Satellite Address: (if applicable)

.....

Project Reference:

.....

.....

Dates:

Initial Date:

Revision Date:

DoN Identification: (if applicable)

.....

Bed Complement:

Current Number of Beds =

Proposed Number of Beds =

Building/Floor Location:

.....

.....

ARCHITECTURAL REQUIREMENTS**MECHANICAL/PLUMBING/
ELECTRICAL REQUIREMENTS**

- 7.3 ☐ Space arrangement allows access of emergency equipment from other departments
- 7.3.A CRITICAL CARE (Common Requirements)
- Access
- 7.3.A1 ☐ convenient access from: emergency, respiratory therapy, lab, radiology, surgery
☐ prompt access by emerg. resuscitation teams
☐ located to avoid through traffic
- 7.3.A2 ☐ critical care patient elevators meet special needs
- 7.3.A3 ☐ Patient Bed Areas
- | | |
|--|--|
| <p><input type="checkbox"/> <u>Extensive Construction</u></p> <p><input type="checkbox"/> <u>New/Relocated Service</u></p> <p><input type="checkbox"/> Min. 200 sf per patient in single rooms or cubicles</p> <p><input type="checkbox"/> Min. 200 sf per patient in multibed spaces</p> <p><input type="checkbox"/> <input type="checkbox"/> check if no multibed space in project</p> <p><input type="checkbox"/> min. 8'-0" clearance between patient beds</p> <p><input type="checkbox"/> privacy curtains</p> <p><input type="checkbox"/> min. 13'-0" headwall width</p> | <p><input type="checkbox"/> <u>Limited Renovations</u></p> <p><input type="checkbox"/> Min. 150 sf per patient in single rooms or cubicles</p> <p><input type="checkbox"/> Min. 130 sf per patient in multibed spaces</p> <p><input type="checkbox"/> <input type="checkbox"/> check if no multibed space in project</p> <p><input type="checkbox"/> min. 8'-0" clearance between patient beds</p> <p><input type="checkbox"/> privacy curtains</p> <p><input type="checkbox"/> min. 12'-0" headwall width</p> |
|--|--|
- 7.3.A4 ☐ View windows to corridor at all private rooms
☐ provisions for privacy
- ☐ Patient room doors:
☐ min. width 4'-0"
☐ minimal interference with movt. of beds/equipt.
☐ no floor tracks for sliding doors to patient rooms
- ☐ Space for patient monitoring equipment
- 7.3.A5 ☐ Space for visitors provided at each patient bedside
☐ Provisions for privacy at each patient bed area
- 7.3.A6 ☐ Visual access to the outside from each bed
- | | |
|--|---|
| <p><input type="checkbox"/> window in each patient room or cubicle</p> | <p>or</p> <p><input type="checkbox"/> at least 1 window in each bed area</p> <p><input type="checkbox"/> max. 50 ft from patient bed to outside window</p> <p><input type="checkbox"/> no more than 2 vision panels between bed & outside window</p> |
|--|---|
- 7.3.A9/
Policy ☐ Centralized nurses station
☐ located for direct observation of patients
☐ space for counters & storage
☐ visual observation of all patients
- or**
- ☐ Decentralized nurses stations
☐ located for direct observation of patients
☐ space for counters & storage
☐ visual observation of all patients
- ☐ Vent. min. 6 air ch./hr
☐ humidity control 30-60 %
☐ 3 OX, 3 VAC, 1 MA per bed
 Nurses call system:
☐ emerg. assistance staff station at most accessible side of bed
☐ patient nurse call station/button
☐ Lighting as per 7.32.D3
☐ Min. 7 electrical duplex receptacles at head of each bed
☐ Electrical grounding system
 Handwashing stations:
☐ convenient to nurses station & CCU beds
☐ open area:
☐ ☐ check if not included in project
☐ 1 sink per 3 beds
 private rooms:
☐ 1 sink in each private room
☐ sink located near entrance
☐ hands-free controls
☐ electronic sensor controls
☐ ☐ check if not included in project
☐ on emerg. power (Policy)

ARCHITECTURAL REQUIREMENTS

- 7.3.A10 ☐ Space for monitoring equipment
- 7.3.A11 ☐ Emergency equipment storage space
☐ easily accessible to staff
- 7.3.A12 ☐ Medication station:
☐ visual control from nurses station
- ☐ Medicine prep. room: **or** ☐ Self-contained medicine unit:
- ☐ work counter ☐ security for controlled drugs
- ☐ handwashing station ☐ adequate lighting
- ☐ refrigerator ☐ handwashing station conveniently accessible
- ☐ locked storage
- 7.3.A14 ☐ Airborne infection isolation room
(also complete 7.3.A3 "Patient bed areas")
- ☐ Located within critical care unit
- 7.3.A4 ☐ Min. 200 sf
- ☐ View windows to corridor
- 7.3.A5 ☐ provisions for privacy
- ☐ Patient room door:
☐ min. width 4'-0"
☐ minimal interference with movt. of beds/equipt.
- ☐ Space for patient monitoring equipment
- ☐ Space for visitors provided at each patient bedside
- 7.3.A6 ☐ Provisions for privacy at each patient bed area
- ☐ Visual access to the outside from each bed
- 7.2.C2 ☐ Entry through work area:
☐ alcove directly inside the room **or** ☐ alcove directly outside the room
- ☐ handwashing station ☐ handwashing station
- ☐ clean storage ☐ clean storage
- ☐ soiled holding ☐ soiled holding
- 7.2.C3 ☐ Perimeter walls, ceiling & floors sealed tightly
- 7.2.C4 ☐ Door self-closing
- 7.2.C5 ☐ Toilet room/cubicle with direct access from isolation room (not through work area)
☐ provisions for privacy

**MECHANICAL/PLUMBING/
ELECTRICAL REQUIREMENTS**

- ☐ Vent. Min. 4 air ch./hr
- ☐ Emergency power/lighting
- ☐ Duty station call signal (audio/visual)
- ☐ Handwashing station
- Mech. Ventilation (Table 7.2):
- Isolation room
- ☐ vent. negative to corridor
- ☐ min. 12 air ch./hr
- ☐ all air exhausted directly to outdoors
- ☐ visual monitoring of room pressure & airflow direction
- Isolation work area (open or enclosed)
- ☐ vent. negative to corridor
- ☐ vent. positive to isol. room
- ☐ min. 10 air ch./hr
- ☐ all air exhausted directly to outdoors
- ☐ Handwashing station
- ☐ Vent. min. 10 air ch./hr (exhaust)

ARCHITECTURAL REQUIREMENTS**MECHANICAL/PLUMBING/
ELECTRICAL REQUIREMENTS****7.3.A15** Service Spaces within Critical Care Unit

- a ☐ Secure storage for staff personal effects
☐ Clean workroom: **or** ☐ Clean supply room (for holding of clean & sterile materials from central supplies area):
☐ counter ☐ storage facilities
☐ handwashing station ☐ storage facilities
☐ storage facilities
- c ☐ Clean linen storage
- d ☐ Soiled workroom:
☐ work counter
☐ space for holding soiled linen & solid waste
- e ☐ Nourishment station:
☐ work counter
☐ storage cabinets
☐ refrigerator
☐ equipment for hot nourishment
☐ space for holding dietary trays
- f ☐ Ice machine
☐ located in the clean workroom or nourishment station
- g ☐ Equipment storage room or alcove
☐ New/Extensive Construction ☐ Limited Renovations
☐ min. 20 sf/bed ☐ room size unchanged or increased
- h ☐ X-Ray viewing facility included within unit

- ☐ Vent. Min. 4 air ch./hr
☐ Duty station call signal (audio/visual)
☐ Duty station call signal (audio/visual)
☐ Clinical flushing-rim sink
☐ Handwashing station
☐ Vent. Min. 10 air ch./hr (exhaust)
☐ Duty station call signal (audio/visual)
☐ Sink
☐ Vent. min. 4 air ch./hr

7.3.A16 Services Spaces in or near Critical Care Unit

- a ☐ Visitors waiting room
☐ sized for 1 seat per patient bed
☐ convenient access to public telephones & toilets
☐ provisions for privacy
- b ☐ Offices for medical & nursing management
☐ adequate space for meeting with staff & visitors
- c ☐ Staff lounges & toilets
☐ located for quick recall of staff to unit
☐ storage for coats, if not provided elsewhere
☐ adequate space for comfortable seating
☐ provisions for preparing snacks & beverages
- e ☐ On-call room(s)
- f ☐ Multipurpose/conf. room for staff and patient families
- g ☐ Housekeeping room, dedicated to unit
☐ located on or immediately adjacent to unit
☐ storage for housekeeping equipment & supplies
- h ☐ Storage for stretchers & wheelchairs
☐ strategic location, not restricting traffic
- i ☐ Hospital services available:
☐ Laboratory ☐ Respiratory Therapy
☐ Radiology ☐ Pharmacy

- ☐ Phone/intercom communication between offices & nurses station
☐ Phone/intercom & emergency code communication to unit
☐ Phone or intercom communication with unit
☐ Service sink or floor receptor
☐ Vent. min. 10 air ch./hr (exhaust)

ARCHITECTURAL REQUIREMENTS

- 7.3.B CORONARY CRITICAL CARE UNIT
(also complete 7.3.A "Common Requirements")
☐ check if service not included in project
- 7.3.B1 ☐ Separate room provided for each coronary patient
- 7.3.B2 ☐ Toilet provided in each coronary patient room
- 7.3.B3 ☐ Space for monitoring equipment
- 7.3.C COMBINED MED/SURG & CORONARY CRITICAL CARE UNIT (also complete 7.3.A "Common Requirements")
☐ check if service not included in project
☐ at least 50% of beds in private rooms or cubicles
- 7.3.D PEDIATRIC CRITICAL CARE UNIT
☐ check if service not included in project
(also complete 7.3.A "Common Requirements")
- 7.3.D1 ☐ Space for parents at patient bedside in addition to space for staff
- 7.3.D2 ☐ Parent sleeping space
- 7.3.D3 ☐ Consultation/demonstration room
☐ within unit **or** ☐ convenient to unit
- 7.3.D4 ☐ Provisions for formula storage
- 7.3.D5 ☐ Separate storage for toys & games
- 7.3.D6 ☐ Storage for cots, linen, etc. to accommodate parents
- 7.3.D8 ☐ Exam/treatment rm:
☐ min. 120 sf **or** ☐ located on same floor as storage nursing unit
☐ writing surface **or** ☐ provides for privacy each patient room is when door is open single-bed room
- 7.3.A14 ☐ Airborne infection isolation room
(also complete 7.3.A3 "Patient bed areas")
☐ Located within critical care unit
- 7.3.A4 ☐ Min. 200 sf
- 7.3.A5 ☐ View windows to corridor
☐ provisions for privacy
Patient room door:
☐ min. width 4'-0"
☐ minimal interference with movt. of beds/equipt.
☐ Space for patient monitoring equipment
☐ Space for visitors provided at each patient bedside
- 7.3.A6 ☐ Provisions for privacy at each patient bed area
☐ Visual access to the outside from each bed
- 7.2.C2 ☐ Entry through work area:
☐ alcove directly inside **or** ☐ alcove directly the room outside the room
☐ handwashing station ☐ handwashing station
☐ clean storage ☐ clean storage
☐ soiled holding ☐ soiled holding
- 7.2.C3 ☐ Perimeter walls, ceiling & floors sealed tightly
- 7.2.C4 ☐ Door self-closing
- 7.2.C5 ☐ Toilet room/cubicle with direct access from isolation room (not through work area)
☐ provisions for privacy

**MECHANICAL/PLUMBING/
ELECTRICAL REQUIREMENTS**

- ☐ 3 OX, 3 VAC, 1 MA
- ☐ Handwashing station
- ☐ Vent. min. 10 air ch./hr (exhaust)
- ☐ Handwashing station
- ☐ 1 OX & 1 VAC
- ☐ Vent. min. 6 air ch./hr
- ☐ Min. 2 elect. duplex receptacles
- ☐ Staff call station
- ☐ Handwashing station
- Mech. Ventilation (Table 7.2):
Isolation room
☐ vent. negative to corridor
☐ min. 12 air ch./hr
☐ all air exhausted directly to outdoors
☐ visual monitoring of room pressure & airflow direction
- Isolation work area
(open or enclosed)
☐ vent. negative to corridor
☐ vent. positive to isol. room
☐ min. 10 air ch./hr
☐ all air exhausted directly to outdoors
- ☐ Handwashing station
- ☐ Vent. min. 10 air ch./hr (exhaust)

ARCHITECTURAL REQUIREMENTS**MECHANICAL/PLUMBING/
ELECTRICAL REQUIREMENTS****7.3.E NEWBORN (NEONATAL) INTENSIVE CARE UNIT**☐ check if service not included in project

- 7.3.E1 ☐ Reception area for families
- 7.3.E3 ☐ Min. 1 door to each room 44" wide (for X-ray equipment)
- 7.3.E4 ☐ Efficient & controlled access to unit:
 - ☐ from labor/delivery area
 - ☐ from emergency room
- 7.3.E5 ☐ Restricted viewing of infants
- 7.3.E6 ☐ Sound attenuation
- 7.3.E8 ☐ Control station
 - ☐ space for counters & storage
- 7.3.E9 ☐ Patient space
 - ☐ min. 120 sf (excluding sinks & aisle)
 - ☐ min. 3'-0" wide aisle adjacent to each patient space
 - ☐ provisions for privacy

- ☐ Handwashing station within 20 feet of each bed
 - ☐ hands-free controls
- ☐ 3 OX, 3 VAC, 3 MA per NICU bed
- ☐ Min. 7 elec. duplex recept. per bed
- ☐ Emergency assistance staff station at bed side
- Lighting:
 - ☐ natural light
 - ☐ indirect & high intensity lighting
 - ☐ adjustable general lighting
 - ☐ ≤ 100 footcandles at mattress
 - ☐ no direct lighting over NICU bed
- ☐ Intercom between NICU, term nursery, labor/delivery suite
- ☐ Vent. Min. 12 air ch./hr
 - ☐ negative to adjacent area
 - ☐ air exhausted directly to outdoors
- ☐ Handwashing station

- 7.3.E12 ☐ Airborne infection isolation room (also complete 7.3.E9 "Patient space")
 - ☐ min. 120 sf (excluding sink)
 - ☐ observation from adjacent patient/control areas
 - ☐ access through work area with
 - ☐ storage of clean materials
 - ☐ holding of soiled materials
 - ☐ door self-closing
- 7.3.E10 ☐ Monolithic ceiling **or** ☐ Ceiling tiles are clipped-down & washable
- 7.3.E13 Hospital services available:
 - ☐ Respiratory Therapy
 - ☐ Blood Gas Lab Facilities
 - ☐ Developmental Therapy
 - ☐ Social Work
 - ☐ Laboratory
 - ☐ Pharmacy
 - ☐ Radiology

ARCHITECTURAL REQUIREMENTS**MECHANICAL/PLUMBING/
ELECTRICAL REQUIREMENTS**

- 7.3.E14 ☐ Physician's sleeping facilities
☐ access to toilet & shower
☐ within NICU **or** ☐ phone/intercom to NICU
- 7.3.E15 ☐ Sleeping space for parents
☐ private toilet room
- 7.3.E16 ☐ Consultation/ lactation room convenient to unit
convenient access to:
☐ counter
☐ refrigerator/freezer
☐ breast pump storage
- 7.3.E17 ☐ Physicians' charting & dictation space
☐ access to information/communication systems
- 7.3.E18 ☐ Medication station:
☐ staff visual control
☐ Medicine prep. room: **or** ☐ Self-contained medicine unit:
☐ work counter ☐ security for
☐ handwashing station ☐ controlled drugs
☐ refrigerator ☐ adequate lighting
☐ locked storage ☐ convenient
☐ min. area 50 sf ☐ handwashing station
- 7.3.E19 ☐ Clean workroom: **or** ☐ Clean supply room
☐ counter (materials from central
☐ handwashing station supplies area):
☐ storage facilities ☐ storage facilities
- 7.3.E20 ☐ Soiled workroom
☐ work counter
☐ space for holding soiled linen & solid waste
☐ directly accessible from unit
- 7.3.E21 ☐ Staff lounge, locker room & toilet(s)
☐ within or adjacent to unit
- 7.3.E22 ☐ Emergency equipment storage
☐ out of traffic, under staff control
- 7.3.E23 ☐ Housekeeping room
☐ dedicated to and directly accessible from NICU
☐ storage for housekeeping equipment & supplies
- 7.3.E24 ☐ Visitors' waiting room
☐ sized for 1 seat per patient bed
☐ convenient access to public telephones & toilets
☐ provisions for privacy
- 130.650(B) ☐ Nurses/supervisors office or station
☐ Multipurpose/conference room
☐ Formula preparation room
☐ work counter & storage
- ☐ Communication with NICU staff
☐ Handwashing station
☐ Vent. min. 10 air ch./hr (exhaust)
- ☐ Handwashing station
- ☐ Vent. min. 4 air ch./hr
☐ Emergency power/lighting
☐ Duty station call signal (audio/visual)
- ☐ Vent. min. 4 air ch./hr
☐ Duty station call signal (audio/visual)
- ☐ Clinical flushing-rim sink
☐ Handwashing station
☐ Vent. min. 10 air ch./hr (exhaust)
☐ Duty station call signal (audio/visual)
- ☐ Service sink or floor receptor
☐ Vent. min. 10 air ch./hr (exhaust)
- ☐ Handwashing station

GENERAL STANDARDSDetails and Finishes

- Inpatient corridors
 ▸ New/Extensive Construction ▸ Limited Renovations
 ___ min. corridor width 8'-0" (NFPA 101) ___ corridor width unchanged or increased
- Staff corridors
 ___ min. corridor width 5'-0" (7.28.A2)
- ___ Fixed & portable equipment recessed does not reduce required corridor width (7.28.A3)
- ___ Work alcoves include standing space that does not interfere with corridor width
☐ check if function not included in project
- Doors (7.28.A4-A8):
 ___ doors to patient bedrooms min. 3'-8"w x 7'-0"h
 ___ doors to other rooms used for stretchers or wheelchairs min. 2'-10" wide
 ___ all doors are swing-type
 ___ outswinging/double-acting doors for toilet rooms
 ___ doors to occupiable rms do not swing into corridors
- ___ Operable windows (7.28.A9-A10):
☐ check if all windows are fixed
 ___ window operation prohibits escape or suicide
 ___ insect screens
- ___ Glazing (7.28.A11):
 ___ safety glazing or no glazing under 60" AFF & within 12" of door jamb
- ___ Linen & refuse chutes min. int. dim. 2'-0" (7.28.A12)
☐ check if service not included in project
- ___ Thresholds & exp. joints flush with floor surface
- ___ Grab bars in all patient toilets & bathing facilities
 ___ 1½" wall clearance
 ___ 250 lb. capacity (7.28.A14)
- ___ Handwashing sinks anchored to withstand 250 lbs.
 Vertical clearances (7.28.A20):
 ___ ceiling height min. 7'-10", except:
 ___ 7'-8" in corridors, toilet rooms, storage rooms
 ___ sufficient for ceiling mounted equipment
 min. clearance under suspended pipes/tracks:
 ___ 7'-0" AFF in bed/stretcher traffic areas
 ___ 6'-8" AFF in other areas
- ___ Noise reduction at patient rooms as per Table 7.1
- Floors (7.28.B4):
 ___ floors easily cleanable & wear-resistant
 ___ non-slip floors in wet areas
 ___ wet cleaned flooring resists detergents
- Walls (7.28.B6):
 ___ wall finishes are washable
 ___ smooth/water-resist. finishes at plumbing fixtures

Mechanical (7.31.D)

- ___ Mech. ventilation provided per Table 7.2
 ___ Exhaust fans located at discharge end
 ___ Fresh air intakes located at least 25 ft from exhaust outlet or other source of noxious fumes
 ___ Contaminated exhaust outlets located above roof
 ___ Ventilation openings at least 3" above floor
 ___ Central HVAC system filters provided per Table 7.3

Plumbing (7.31.E)

- Handwashing station equipment
 ___ handwashing sink
 ___ hot & cold water
 ___ single lever or wrist blades faucet
 ___ soap dispenser
 ___ hand drying facilities
- Sink controls (7.31.E1):
 ___ wrist/hands-free controls at all handwashing sinks
 ___ blade handles max. 4½" long
 ___ blade handles at clinical sinks min 6" long
- ___ Medical gas outlets provided per 7.31.E5 & Table 7.5

Electrical (7.32)

- ___ All occupied building areas shall have artificial lighting (7.32.D2)
 ___ Duplex, grounded receptacles max. 50 feet in corridors, max. 25 feet from end wall (7.32.E3)
- ___ Emergency power (7.32.H)
 ___ emergency power provided to all essential services complies with NFPA 99, NFPA 101 & NFPA 110
 ___ emergency power source provided with fuel capacity for continuous 24-hour operation